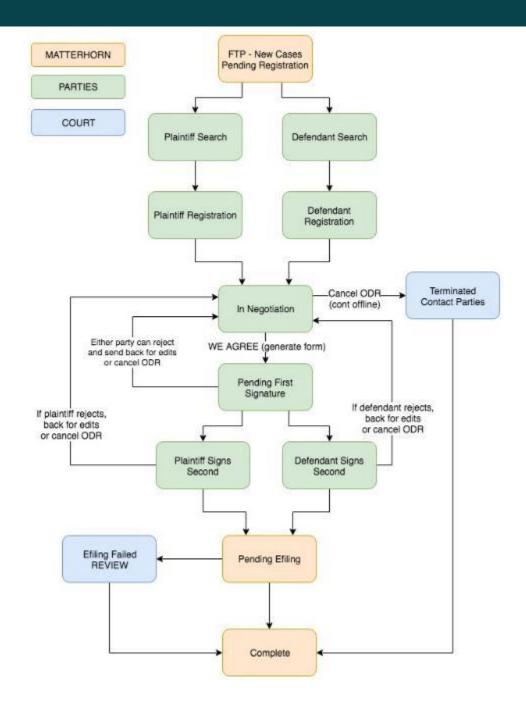


## Reference Guide

February 2019



## Workflow





### Reference Guide Workflow, Highlights

Start

Resolve

- 1. Defendant and plaintiff search for case(s)
- 2. Defendant and Plaintiff Register and opt in
- 3. Defendant use conversation space and negotiate agreement
- 4. Either party prepares agreement
- 5. Agreement is routed to each party for review and signature
- 6. Agreement is reviewed and signed by parties
- 7. Case is finalized via e-File



## Defendant & Plaintiff Welcome and Search Page



### Welcome

Superior Court of Arizona in Maricopa County is happy to offer Online Dispute Resolution to you as a free service provided by the court. Online Dispute Resolution is an easy and convenient way to resolve a dispute from your computer or mobile device saving everyone time, resources, and the frustration of a lawsuit and going to court.

### Search to Get Started

To see if your case is eligible enter the case number and **defendant** last name exactly as it appears on your court notice.

## **Existing Users**

LOG IN

If you have already registered for this site, please log in to access your dashboard or to search for new eligible cases.





## Defendant Searches by Case Number and Last Name



Home

About

FAQ

### Welcome

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### **Existing Users**

LOG IN

If you have already registered for this site, please log in to access your dashboard or to search for new eligible cases.



### Online Dispute Resolution

- 1. Register & log in
- 2. Start the conversation
- 3. Make an agreement

## About Superior Court of Arizona in Maricopa County

The Superior Court of Arizona in Maricopa County is pleased to offer online options to resolve certain civil matters. Read more

### Questions?

We have answers!

Visit our Frequently Asked Questions.



## Defendant Search Results and Registration Options



### 1 Result Found



When the defendant clicks their name, they are directed to the registration page, where they receive more information about the ODR application where they provide consent, email, Mobile phone (if available) and set a password.



## Defendant Registration including Password Setup

### Welcome: Complete Your Registration

The Superior Court of Arizona in Maricopa County has invited you to participate in online dispute resolution, or ODR — a free court program that allows certain types of civil disputes to be resolved online. If you and the other party are able to come to an agreement your entire case can be handled without requiring an in-person appearance. To proceed with ODR, please verify your contact information below. We will never share your phone and email address with anyone other than the court, for any reason. If you wish, you may share your contact information with the other party during negotiations.

- ☑ By Participating in Online Dispute Resolution (ODR), you consent to receive electronic documents from the ODR application and the Clerk of the Superior Court pursuant to ARS Sections 44-7005, 44-7015, 44-7042, and 44-7051. The Clerk of the Superior Court may distribute court documents to the email address listed below. You are responsible for maintaining this email address, and for checking it on a regular basis. If the email address changes, you will notify the Clerk of the Superior Court. You acknowledge that this consent is voluntary, and if you no longer wish to receive documents from the Clerk of the Superior Court electronically, you will send written notification to the Clerk of the Superior Court and request that all future records be sent in paper form.
- By providing your cell phone number, you are opting-in to receive text notifications regarding your ODR case. Standard text messaging rates may apply. A cell phone is not required to participate in ODR.

If you do not have an email address, please visit the FAQ PAGE for instructions on how to setup a free email.

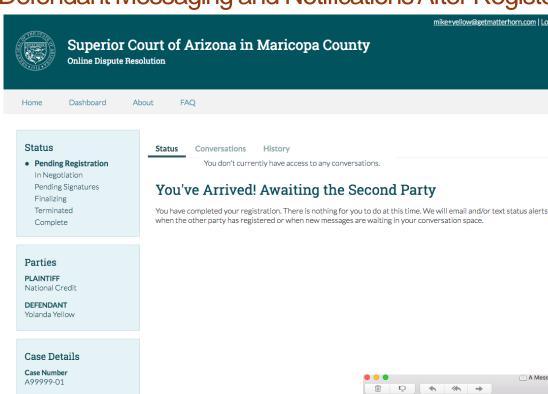
mike+yellow@getmatte	9
Cell Phone	
(734)560-8922	
Password	
	D

Already Registered? Please log in.			
Email			
Password			
	<b>(P)</b>		
LOG	IN		

SUBMIT	CANCEL

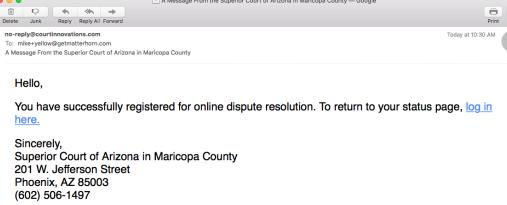


## Defendant Messaging and Notifications After Registering



Complete ODR By Apr 22, 2019 Matterhorn waits for both parties to register before moving the case to the next step. After registering and logging in, the first party will see "Pending Registration". When the other party registers and logs in, the case will be moved to "In Negotiation".

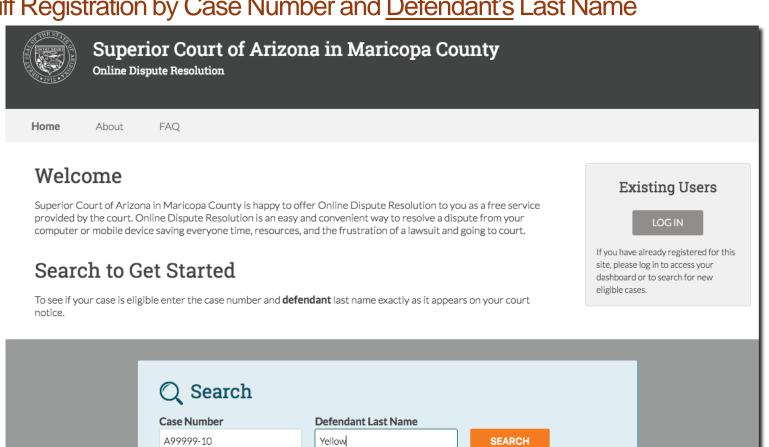
Matterhorn also notifies via email that the defendants registration was successful



DO NOT REPLY TO THIS MESSAGE



## Plaintiff Registration by Case Number and <u>Defendant's</u> Last Name



### Online Dispute Resolution

- 1. Register & log in
- 2. Start the conversation
- 3. Make an agreement

### **About Superior Court of Arizona** in Maricopa County

The Superior Court of Arizona in Maricopa County is pleased to offer online options to resolve certain civil matters. Read more

### Questions?

We have answers!

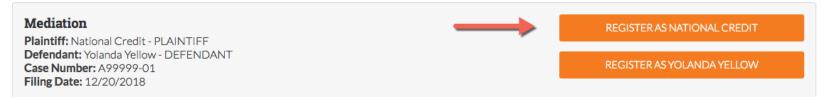
Visit our Frequently Asked Questions.



## Plaintiff Results and Registration Options



### 1 Result Found



When the Plaintiff clicks their name/ business name as above, they are directed to the registration page, where they receive more information about the ODR application where they provide consent, email, mobile phone (if available) and set a password.



## Complete Registration as Plaintiff

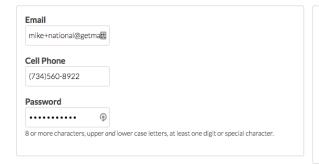


### Welcome: Complete Your Registration

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- By Participating in Online Dispute Resolution (ODR), you consent to receive electronic documents from the ODR application and the Clerk of the Superior Court pursuant to ARS Sections 44-7005, 44-7015, 44-7042, and 44-7051. The Clerk of the Superior Court may distribute court documents to the email address listed below. You are responsible for maintaining this email address, and for checking it on a regular basis. If the email address changes, you will notify the Clerk of the Superior Court. You acknowledge that this consent is voluntary, and if you no longer wish to receive documents from the Clerk of the Superior Court electronically, you will send written notification to the Clerk of the Superior Court and request that all future records be sent in paper form.
- By providing your cell phone number, you are opting-in to receive text notifications regarding your ODR case. Standard text messaging rates may apply. A cell phone is not required to participate in ODR.

If you do not have an email address, please visit the FAQ PAGE for instructions on how to setup a free email.



**SUBMIT** 

CANCEL

Already Registered? Please log in.					
Email					
Password	<b>(9)</b>				
LOG	IN				

To proceed as a Plaintiff, you will have to provide your consent, enter your email, and set your password.

If Already Registered the system does not ask to set a password again.



## Notification when both parties have registered - it's resolution go time!



### Hello,

Good news, you and the other party have both decided to resolve your issue with online dispute resolution. Return to your conversation space where you can start resolving your dispute today. CLICK HERE to access your conversation space.

Sincerely, Superior Court of Arizona in Maricopa County 201 W. Jefferson Street Phoenix, AZ 85003 (602) 506-1497

### DO NOT REPLY TO THIS MESSAGE



## Case Dashboard, up to 5 Cases – List View

## Dispute Resolution Dashboard

To register for a new online dispute use the ODR search page to see if your civil case is eligible.

Case Number: All111-51 Plaintiff: National Credit Defendant: Yolanda Yellow	Registration	VIEW DETAILS
Case Number: A11111-52 Plaintiff: National Credit Defendant: Vivianne Violet	Registration	VIEW DETAILS
Case Number: A11111-53 Plaintiff: National Credit Defendant: Walter White	Registration	VIEW DETAILS
Case Number: A11111-54 Plaintiff: National Credit Defendant: Sarah Silver	Registration	VIEW DETAILS
Case Number: A11111-55 Plaintiff: National Credit Defendant: Gregory Golden	Registration	VIEW DETAILS



### Case Dashboard more than 5 Cases – Table View

## **Dispute Resolution Dashboard**

To register for a new online dispute use the ODR search page to see if your civil case is eligible.

Plaintiff	Defendant	Case Number	Date Initiated 1	Status
C	8	· ·	•	
National Credit	Yolanda Yellow	A11111-61	2/21/2019	Pending Registration
National Credit	Gregory Golden	A11111-55	2/21/2019	Pending Registration
National Credit	Sarah Silver	A11111-54	2/21/2019	Pending Registration
National Credit	Walter White	A11111-53	2/21/2019	Pending Registration
National Credit	Vivianne Violet	A11111-52	2/21/2019	Pending Registration
National Credit	Yolanda Yellow	A11111-51	2/21/2019	Pending Registration

1-6 of 6

When a party gets more than 5 cases the system switches to a table view to allow for sorting by name, case # and date.



## Plaintiff + Defendant Status Page

mike+national@getmattehorn.com | Log Out



### Superior Court of Arizona in Maricopa County

Online Dispute Resolution

Home

Dashboard

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FAO

#### Status

Pending Registration

In Negotiation

Pending Signatures Finalizing

Terminated

Complete

#### **Parties**

#### **PLAINTIFF**

National Credit

#### DEFENDANT

Yolanda Yellow

#### Case Details

Case Number A99999-01

Complete ODR By Apr 22, 2019 Status

Conversations

History

### Conversation Space Open

You can use the conversation space to send a message to the other party anytime (24/7) that is convenient for you. If the other party leaves you a message, we'll notify you via email/text. You and the other party have until **Apr 22, 2019** to come to an agreement before ODR expires and you must proceed in person.



A word about using this site... we understand that disputes can be stressful for everyone. Keep in mind that you, the other party, and the court share the goal of resolving the issue quickly and fairly. This is a space for negotiating and reaching resolution, not attacking anyone. So please keep it positive, productive, and work together!

### Create and eFile an Agreement

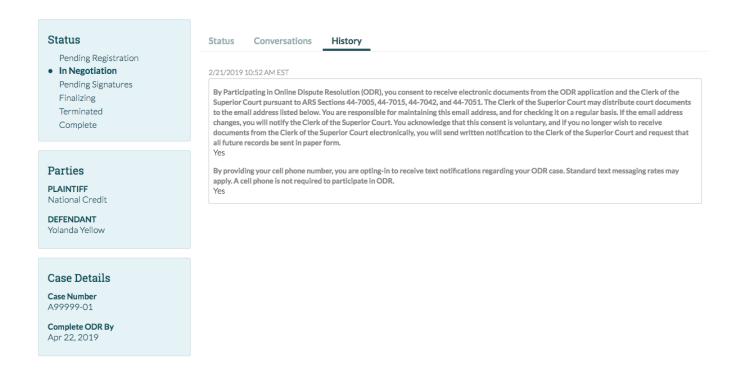
When an agreement is reached, either party can draft the agreement document by selecting from the forms below. When complete, the document will be available for both parties to review and sign electronically from a computer or mobile device. If you no longer wish to participate in Online Dispute Resolution, you can end the process at any time. Once you do that the court will follow up with the next step for resolving your pending matter(s) in person at the courthouse.

- WE AGREE choose a form
- Cancel ODR: Proceed with Court Process

SUBMIT



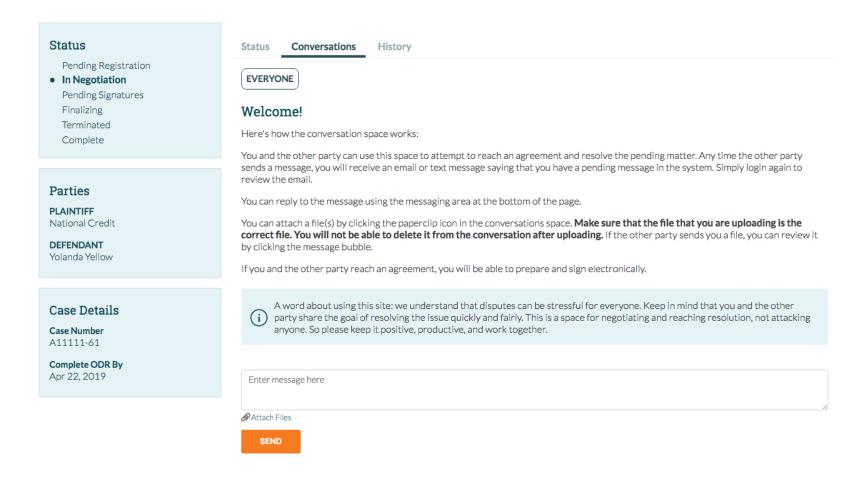
## Plaintiff + Defendant History Tab



The history area stores the affirmation of opting into online dispute resolution as well as other milestones along the online dispute continuum.



### Plaintiff + Defendant Conversations Space



The conversation space contains welcome and guidance language until the parties make their first comment and then the language is removed in lieu of room for the conversation bubbles.



## **Conversations Space Attachments**

#### Status

Pending Registration

In Negotiation

Pending Signatures

Finalizing

Terminated

Complete

### **Parties**

PLAINTIFF

National Credit

DEFENDANT

Yolanda Yellow

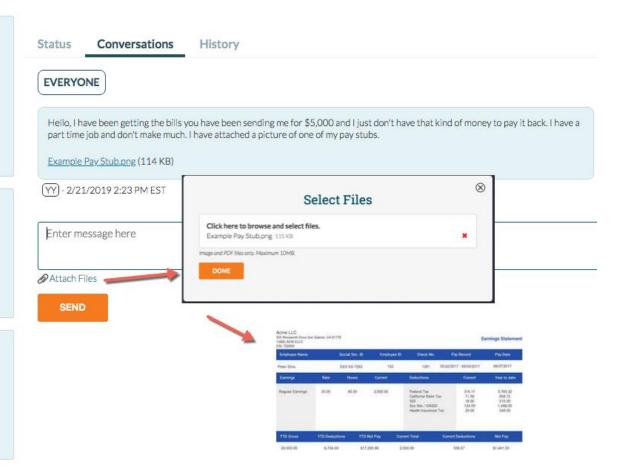
### Case Details

Case Number

A11111-61

Complete ODR By

Apr 22, 2019





## Plaintiff and Defendant work out the details until they find common ground

Status	Conversations	History	
EVERYO	ONE ()		
		Hello, I have been getting the bills you have been sending me for \$5,000 and I just don't have that kind part time job and don't make much. I have attached a picture of one of my pay stubs.	l of money to pay it back. I have a
		Example Pay Stub.png (114 KB)	
			YOU) - 2/21/2019 2:23 PM EST
the \$5,0		ormation. I want to assist you to get in the clear with what you owe. I know you said you cannot make m authorized to forgive your debt if you can pay \$2,200 today to National Credit. Can you pay us that fer.	
MC)- 2/2	21/2019 2:37 PM EST		
		I can borrow \$800 from my Mom and I have \$1,100 saved. I can pay you \$1,900 and thats all I have. We full? I can pay this Friday if that works for you. That's all I have.	/ould you take that as payment in
			YOU) - 2/21/2019 2:41 PM EST
		to accept your payment of \$1,900 in full this Friday as payment in full for what you owe total. I will it to you through this system for your review and signature. Thank you.	
MC - 2/2	21/2019 2:48 PM EST		
Enter m	essage here		
Attach F	iles		
SENI			



### Generate Agreements, either party can create agreement

#### Status

Pending Registration

In Negotiation

Pending Signatures

Finalizing

Terminated

Complete

#### **Parties**

#### **PLAINTIFF**

National Credit

#### **DEFENDANT**

Yolanda Yellow

#### Case Details

#### Case Number A99999-01

Complete ODR By

Apr 22, 2019

Status

Conversations

History

### Conversation Space Open

You can use the conversation space to send a message to the other party anytime (24/7) that is convenient for you. If the other party leaves you a message, we'll notify you via email/text. You and the other party have until **Apr 22, 2019** to come to an agreement before ODR expires and you must proceed in person.

(i

A word about using this site... we understand that disputes can be stressful for everyone. Keep in mind that you, the other party, and the court share the goal of resolving the issue quickly and fairly. This is a space for negotiating and reaching resolution, not attacking anyone. So please keep it positive, productive, and work together!

### Create and eFile an Agreement

When an agreement is reached, either party can draft the agreement document by selecting from the forms below. When complete, the document will be available for both parties to review and sign electronically from a computer or mobile device. If you no longer wish to participate in Online Dispute Resolution, you can end the process at any time. Once you do that the court will follow up with the next step for resolving your pending matter(s) in person at the courthouse.

WE AGREE - choose a form

Choose ONE agreement to complete. If you are not sure which form to use, visit the FAQ page.

Stipulation for Entry of Money Judgment Against Defendant

COMPLETE FORM

Stipulation to Dismiss

COMPLETE FORM

Cancel ODR: Proceed with Court Process

SUBMIT



## Agreement Creation and Routing

#### Status Status Conversations History Pending Registration In Negotiation Conversation Space Open Pending Signatures Finalizing You can use the conversation space to send a message to the other party anytime (24/7) that is convenient for you. If the other party leaves Terminated you a message, we'll notify you via email/text. You and the other party have until Apr 22, 2019 to come to an agreement before ODR expires and you must proceed in person. Complete A word about using this site... we understand that disputes can be stressful for everyone. Keep in mind that you, the other party, (i) and the court share the goal of resolving the issue quickly and fairly. This is a space for negotiating and reaching resolution, not **Parties** attacking anyone. So please keep it positive, productive, and work together! **PLAINTIFF** National Credit Create and eFile an Agreement DEFENDANT Yolanda Yellow When an agreement is reached, either party can draft the agreement document by selecting from the forms below. When complete, the document will be available for both parties to review and sign electronically from a computer or mobile device. If you no longer wish to participate in Online Dispute Resolution, you can end the process at any time. Once you do that the court will follow up with the next step for resolving your pending matter(s) in person at the courthouse. Case Details WE AGREE - choose a form Case Number A11111-61 Choose ONE agreement to complete. If you are not sure which form to use, visit the FAQ page. Complete ODR By You've completed the judgment form. To send for signature, click the SUBMIT button below. To review or edit before sending: Apr 22, 2019 ✓ FORM COMPLETED! CLEAR FORM VIEW JUDGMENT FORM Stipulation to Dismiss COMPLETE FORM Cancel ODR: Proceed with Court Process Stipulation for Entry of Money Judgment Against Defendant Please enter the following information to generate the Stipulation for Entry of Money Judgment Against Defendant form. Once you enter and submit this information you will be able to preview and send an electronic version of this form to the parties for signature. Judgment shall be entered in favor of Plaintiff and against Defendant in the following amount: \$1,900 The judgment shall bear interest at the rate of | 12 % annually from the date of the judgment until paid in full. If applicable, define additional terms of the agreement below: Yolanda Yello has agreed to pay \$1,900 in full by 5:00 PM on 2/28/2019 by either calling 1-800-345-9876 and paying by a debit card or by mailing a Cashiers Check to National Credit 111 Main Street. Anywhere Town, Arizona 678762.



## Parties are notified to review and sign agreement



## Agreement Routing, Review and Signature

111 Lawyer Street Phoenix, AZ 99999 OF ARIZONA MARICOPA COUNTY		
National Credit		
PLAINTIFF		
v. Yolanda Yellow	STIPULATION FOR ENTRY OF MONEY	
DEFENDANT	JUDGMENT AGAINST DEFENDANT	
	CASE NUMBER: A11111-61	
Plaintiff: National Cre		
Plaintiff: National Cre Defendant: Yolanda Yo Plaintiff and Defendant	dit Illow have reached an agreement to settle this case. Their	
Plaintiff: National Cre Defendant: Yolanda Yo	dit Illow have reached an agreement to settle this case. Their	
Plaintiff: National Cre Defendant: Yolanda Yo Plaintiff and Defendant agreement is as follows	dit illow  have reached an agreement to settle this case. Their entered in favor of Plaintiff and against Defendant in the	
Plaintiff: National Cre Defendant: Yolanda Yo Plaintiff and Defendant agreement is as follows 1. Judgment shall be following amount:	have reached an agreement to settle this case. Their entered in favor of Plaintiff and against Defendant in the \$1,900.	
Plaintiff: National Cre Defendant: Yolanda Yo Plaintiff and Defendant agreement is as follows 1. Judgment shall be following amount: 2. The judgment shal the judgment until	have reached an agreement to settle this case. Their entered in favor of Plaintiff and against Defendant in the \$1,900.	

Electronically signed by:

Meta Data

NATIONAL CREDIT - PLAINTIFF Thu Feb 21 14:56:04 EST 2019 555 CASH MONEY LANE, SUITE1000 PHOENIX, AZ 99999

Golanda Galai

YOLANDA YELLOW - DEFENDANT Thu Feb 21 14:57:40 EST 2019
111 SOUTH AVENUE , APT 2331
PHOENIX , AZ 99999





### Party Messaging, Agreement ready for review and signature





## One party has signed, notifying the other party that its waiting on them



Hello,

The other party has signed the agreement. To take your turn reviewing the agreement, please <u>log in here.</u>

Sincerely,

Superior Court of Arizona in Maricopa County 201 W. Jefferson Street Phoenix, AZ 85003 (602) 506-1497

DO NOT REPLY TO THIS MESSAGE"



## Both party reviewed and signed email



### Hello,

Good news, you and the other party have signed the agreement. The court is now recording the details of your agreement for finalization. You can return to your status page at any time to view the details of your signed agreement. To return to your status page, log in here.

Sincerely, Superior Court of Arizona in Maricopa County 201 W. Jefferson Street Phoenix, AZ 85003 (602) 506-1497

### DO NOT REPLY TO THIS MESSAGE



## Messaging, agreement has been signed and being finalized

#### Status

Pending Registration In Negotiation Pending Signatures

Finalizing

Terminated

Complete

#### **Parties**

PLAINTIFF National Credit

**DEFENDANT** Yolanda Yellow

#### Case Details

Case Number

Complete ODR By

Apr 22, 2019

VIEW JUDGMENT FORM

Status Conversations () History

### Agreement Pending eFiling

Congratulations! You and the other party have both signed your agreement. Your court forms have been generated and are pending eFiling with the Superior Court of Arizona in Maricopa County. We will email/text you when your eFiling is complete. You can log into this site at any time to access this and other online cases.



## Other Screens



## Terminate option



### Superior Court of Arizona in Maricopa County

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#### Status

Pending Registration

In Negotiation

Pending Signatures

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Terminated

Complete

#### **Parties**

**PLAINTIFF** 

National Credit

DEFENDANT

Yolanda Yellow

#### Case Details

Case Number A99999-01

Complete ODR By

Apr 22, 2019

Status

Conversations

History

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### Create and eFile an Agreement

When an agreement is reached, either party can draft the agreement document by selecting from the forms below. When complete, the document will be available for both parties to review and sign electronically from a computer or mobile device. If you no longer wish to participate in Online Dispute Resolution, you can end the process at any time. Once you do that the court will follow up with the next step for resolving your pending matter(s) in person at the courthouse.

- WE AGREE choose a form
- Cancel ODR: Proceed with Court Process

By terminating ODR, your case will proceed with the standard court process pursuant to the Arizona Rules of Civil Procedure. A Notice terminating your case from ODR will automatically be e-filed with the Court. Do you wish to proceed?

SUBMIT



## Reject Agreement Option

Status

Conversations

History

## Agreement Ready For Signature

An agreement has been drafted and is now ready for the parties to review. If you agree you may continue with your electronic signature. If you do not agree, you can send the form back to the other party with your proposed changes.

Click to review the agreement form

- ACCEPT and electronically sign
- REJECT and propose edits

What is the reason you are rejecting this agreement? Would you like to suggest alternate language? If so, what would you change about the agreement?

We had discussed that I can pay \$500 but the agreement says \$1000. Please change this.

SUBMIT



## FAQ Self Help Center



Home

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FAQ

### Frequently Asked Questions

### I need help using this site and need to contact a real person!

[\_

CASE SPECIFIC INFORMATION: If you have specific questions about your court case, please contact the Superior Court of Arizona in Maricopa County Civil Department at: (602) 506-1497.

TECHNICAL ISSUES: If you are having technical problems with the site, such as getting "oops" errors on the page or the upload document feature will not work for you, please contact a Customer Success Representative at Court Innovations. You can email us at: courtsupport@courtinnovations.com or call us and leave a message at (734) 506-0620. We will get back with you ASAP, but certainly within 1 business day.

### I don't know my case number!

[\_]

If you do not know your case number, please contact the Superior Court of Arizona in Maricopa County Civil Department at: (602) 506-1497.

### What is a civil debt case?

[\_]

A civil debt case is one in which the defendant has allegedly failed to pay another party and owes a debt.

What are the consequences of being a defendant in a civil case for



## E-File Notice of Registration

### SUPERIOR COURT OF ARIZONA MARICOPA COUNTY

Click here to enter text. Plaintiff v.	NOTICE THAT BOTH PARTIES HAVE REGISTERED FOR ODR
Click here to enter text.  Defendant	CASE # Click here to enter text.

Notice is hereby provided that both parties in the above captioned case have registered for Online Dispute Resolution.

## E-File Notice of Termination

### SUPERIOR COURT OF ARIZONA MARICOPA COUNTY

Click here to enter text. Plaintiff	NOTI	CE – ODR TERMINATION
<u>v</u> .		
Click here to enter text.  Defendant	CASE #	Click here to enter text.

Notice is hereby provided that the parties in the above captioned case have terminated negotiations in Online Dispute Resolution or time has run out for negotiations, and the case will proceed with arbitration.

# Thank you

Questions?

ODR Case Questions – (602) 506-1497

Technical Assistance Questions – (734) 506-0620 or courtsupport@courtinnovations.com

